



King County
BUSINESS AND FINANCE OFFICER II
DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION
Market Development Section
Annual Salary Range \$54,000.13 – \$65,282.05
Job Announcement No.: 03DP3691
OPEN: 11/17/03 CLOSE: 12/5/03

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials must be sent to: 201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104 or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are **required**.

WORK LOCATION: The Yesler Building, 400 Yesler Way, Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: This position will plan, budget, schedule and coordinate projects and programs in the Market Development group. Market Development develops alternative transportation and mobility products, applies innovative pricing and financial partnering approaches, proposes transit/rideshare-supportive policies and legislation at the local and state levels, and manages agreements with over 500 partners. This position involves providing financial management and analytical support to the group's management team and to project managers and staff. Specifically, this position's responsibilities include the essential job functions listed below:

- Coordinate, prepare, review and/or analyze requests for operating, capital and grant budgets by incorporating input from the various program managers and work groups in the section
- Perform monthly and quarterly analysis of operating, capital, grant and projects/programs and revenues; perform budget maintenance activities such as forecasting, cost projections, cost summaries and cash flow analysis. Serve as the lead for the workgroup in interfacing with county's financial systems.
- Develop and implement improvements to group's budget performance and budget monitoring systems and interface with the County's financial management systems.
- Develop and implement a system of performance indicators to provide feedback to management about group's progress toward stated goals.
- Perform program and performance planning and analysis; make strategic recommendations in support of established organizational goals.
- Participate in program design activities to successfully link creative and effective solutions to sound financial practices.
- Coordinate, interpret and implement federal, state and local laws, policies and procedures, particularly federal grant rules and guidelines. Oversee administration, monitoring, and reporting of federal grants and contracts.
- Oversee accounting and/or financial reporting systems and financial and program system audits.
- Advise project managers about the financial terms and conditions of contracts, agreements or settlements with internal/external organizations or entities.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Perform and assist in formal evaluation of projects and programs.
- Serve as the information source for external customers in need of data, and conduct necessary research to do so.
- Actively participate in the workgroup's management team, including coordinating human resource management activities, such as hiring processes.

QUALIFICATIONS Three years of increasingly responsible experience in financial management, budgeting, and program development is required. A Bachelor's degree in accounting or closely related field is desired. Candidate must have knowledge of public sector budgeting, financial accounting; grant accounting & reporting and program design and evaluation. Additional requirements include:

- Experience with developing and monitoring a budget.
- Experience with IBIS and ARMS County financial management systems or equivalent system is required.
- Demonstrated quantitative analysis skills.
- Exposure to public transportation or transportation demand management issues is desirable.
- Excellent oral and written communication skills; demonstrated ability to prepare clear, concise and grammatically correct materials are required.
- Interpersonal skills and excellent customer service skills.
- Experience working with public agencies and businesses.
- Ability to develop project elements and to evaluate the effect such proposals can have on the project.
- Ability to execute planning duties and responsibilities with minimal supervision and direction.
- Ability to assess the financial impacts of alternative decisions and participate in decision-making forums.
- Ability to work effectively with others and contribute positively to teams.
- Proficiency with Access, Excel, Word and Microsoft Outlook or Exchange.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State driver's license or the ability to travel throughout the county in a timely manner.

SELECTION PROCESS: Applications will be screened for clarity and completeness. Competitive applicants may be invited to participate in a panel interview and written exercise. Finalists may interview with the supervisor.

UNION MEMBERSHIP: This position is represented by I.F.P.T.E., Local 17 - Professional and Technical

CLASS CODE: 214203